

Plant rules for contractors of Andreas STIHL AG & Co. KG

1. Principles

As a responsible company, it is particularly important for STIHL that all of the work carried out in the plant site is performed in a safe and professional manner and conducted in a resource-saving, environmentally friendly and energy-efficient way. The contractor therefore has to comply with all of the laws and regulations that apply at the time the work is carried out, in particular environmental and health and safety regulations, trade association regulations and generally accepted safety and medical principles.

The contractor also has to ensure that the employees it uses receive clear and appropriate instruction on the work they are to carry out before they start working at the STIHL plant. In the process these plant rules are to be taken into account and the instruction is to be documented.

These plant rules will be supplemented by the "General safety information" visitor leaflet and the building or area-specific induction documents.

2. Registration / start of work / briefing

- ◆ Plant Security must be informed in advance and in writing of all of the employees used in a contract via the STIHL Coordinator responsible for them. The contractor must appoint a responsible contact person.
- ◆ The plant may only be entered, either on foot or in a vehicle, via a manned gate.
- ◆ If the work is to be carried out by more than one employee, the contractor must advise the STIHL Coordinator of a responsible contact person.
- ◆ Every contractor is allocated a STIHL Coordinator. The STIHL Coordinator must be contacted before the work commences and on a regular basis as agreed.
- ◆ The responsible contact person at the contractor will brief all of the employees used by the contractor on the plant site. In the process he will use the briefing materials provided by the STIHL Coordinator.
- ◆ This briefing has to be given before the work starts and thereafter at least once a year and has to be documented in writing. The documentation is to be presented upon request by STIHL.
- ◆ If STIHL agrees that the contractor may use a further subcontractor, the obligation to give instruction and the aforementioned regulations will also apply to the employees of this subcontractor.

3. General obligations

- ◆ The STIHL Coordinator must be informed immediately of hazard situations, disruptions and irregularities.
- ◆ Employees used by the contractor who operate forklift trucks, cranes and lifting platforms have to possess an appropriate permit in writing and be able to present this at any time while they are working.
- ◆ Only technical equipment, tools and devices, and in particular ladders and scaffolding, which are safe and comply with health and safety regulations are to be used.
- ◆ Equipment that is not being used is to be secured, particularly at the end of working hours, so that they do not present a risk to persons or other objects.
- ◆ The prescribed personal protective equipment must be worn.
- ◆ Smoking is absolutely prohibited throughout the plant site. Smoking and vaporizing (e-cigarettes) is only permitted in the designated smoking areas.
- ◆ Working under the influence of alcohol, other intoxicating substances or medication which impairs reactive capability is prohibited. Persons under the influence of the aforementioned substances will be ordered off the plant site.
- ◆ Tools, devices, equipment and systems (including communication equipment) belonging to STIHL may only be used if express permission has been given. An exception is made here for the use of communication equipment in order to report accidents.
- ◆ Stored or stacked material must not put at risk or be a hindrance to health and safety, the production process, transport or the flow of traffic.
- ◆ Excavations, ditches, open channels and openings in the ground of any kind are to be adequately secured.
- ◆ Escape and emergency routes and access to all kinds of fire-extinguishing equipment must be kept clear and the safety signs have to be complied with; changes of any kind are prohibited.

- ◆ In the event of an alarm, including evacuation drills, the buildings must be exited immediately and the instructions of the safety personnel must be followed.
- ◆ Appropriate measures are to be taken to prevent the adverse effects of noise, dust and smell as far as possible.
- ◆ Energy and other resources are to be used sparingly.
- ◆ If the work presents a risk to third parties, additional safety measures are to be agreed with the STIHL Coordinator.

4. Dangerous work

If dangerous work is to be carried out, the STIHL Coordinator must be informed; such work will require his express approval. The necessary permits or proof of instruction have to be presented before the work commences. Dangerous work includes in particular:

- ◆ Working with fire (welding, cutting, burning) and flammable liquids
- ◆ Working in the area of explosion protected plants
- ◆ Working on gas supply systems/ -equipment
- ◆ Working in containers and confined spaces
- ◆ Working on or close to electrical equipment
- ◆ Working on roofs

5. Use of hazardous materials

If the use of hazardous materials is unavoidable in order to complete the work, their use must be agreed with the STIHL Coordinator. Here it must be ensured in particular that the containers of the hazardous materials are labelled correctly, the materials are handled correctly and that they are disposed of in an environmentally-friendly manner.

6. Waste disposal

Unless otherwise is agreed, any waste generated is to be disposed of by the contractor itself in accordance with the applicable legal regulations. The use of STIHL's waste disposal facilities requires the consent of the responsible STIHL Coordinator.

7. Emergency measures

Any accidents at work involving the employees used by the contractor and environmental incidents are to be reported immediately to Plant Security using the emergency telephone number for the respective plant printed on the leaflet. Any additional help that is required will also be organized via Plant Security. Scenes of accidents and dangerous areas are to be cordoned off immediately.

8. Checks

STIHL reserves the right to check whether the employees used by the contractor have the skills required to carry out the individual activities and whether they have been briefed in accordance with these plant rules.

9. Noncompliance

STIHL staff, in particular coordinators, health and safety officers and plant security staff, may point out the importance of an abidance to these plant rules, the general safety information and the specific safety information or in order to prevent or eliminate safety breaches and dangerous situations.

Particularly, when health-endangering hazards or major property damages may arise, STIHL will have the right to

- ◆ demand that the work stops until the safety breach is eliminated,
- ◆ bar the noncomplying employees used by the contractor from any further activity and to order the worker off the plant site and
- ◆ demand that unsafe equipment is immediately removed from the plant site.

STIHL reserves the right to make a claim against the contractor for the non-performance of services or services not being performed on time.